

NorthEast Ear, Nose & Throat Center – Kannapolis, NC

**Front Desk Medical Receptionist**

Otolaryngology office in Kannapolis, NC looking for a full time Front Desk Medical Receptionist. Must be a cheerful multi-tasker, outgoing, quick learner, well organized and have excellent customer service skills with a good understanding about health and wellness. As an influential front line member of the NorthEast Ear, Nose & Throat Center team, our mission begins with you.

**Job Responsibilities:**

Answering phones, scheduling appointments, checking in patients and collecting accurate patient demographics, scanning, collecting payments/deductibles/co-insurance, verification of insurance, assisting in checking out patients, referrals and scheduling tests, and other duties as assigned to keep the office running smoothly.

**Qualifications:**

Education: High school diploma/GED required with completion of medical office assistant program preferred.

Experience: 1-2 years experience working in a medical practice required. Insurance knowledge is highly recommended.

**Serious inquiries only. Email resume to [neentc@neent.org](mailto:neentc@neent.org)**